Safety and Occupational Health Council

15 July 2003

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Agenda

- ✔ Commander’s Opening Comments
- ✔ Purpose of SOHC
- ✔ Safety Metrics - RIA, SOSRI-IC
- ✔ Incident Reporting
- ✔ Risk Management
- ✔ Review of Hazardous Processes
- ✔ Fire & Emergency Services
- ✔ Directorate / Office Safety Actions – Lessons Learned
- ✔ Review of Open Issues
- ✔ Hot Topics
- ✔ Issues from Council
- ✔ Wrap Up

Commander's Opening Comments

Purpose of Safety and Occupational Health Council

Purpose of SOHC

- ✔ Forum to Evaluate Safety and Occupational Health Program Status
- ✔ Review Safety and Occupational Health Performance
- ✔ Forum to Share Safety Actions and Lessons Learned
- ✔ Forum to Address Major Issues

Safety Metrics

Frequency Rates

Calculating Frequency Rates:

Frequency Rate = (Number of Incidents) x (200,000 Hours)*

Number of Exposure Hours

*** 200,000 Hours = (100 persons) x (2000 Hours) or 1 Man Year**

Example:

Total Incident Rate = (49) x (200,000 Hours)
1,517,925.4

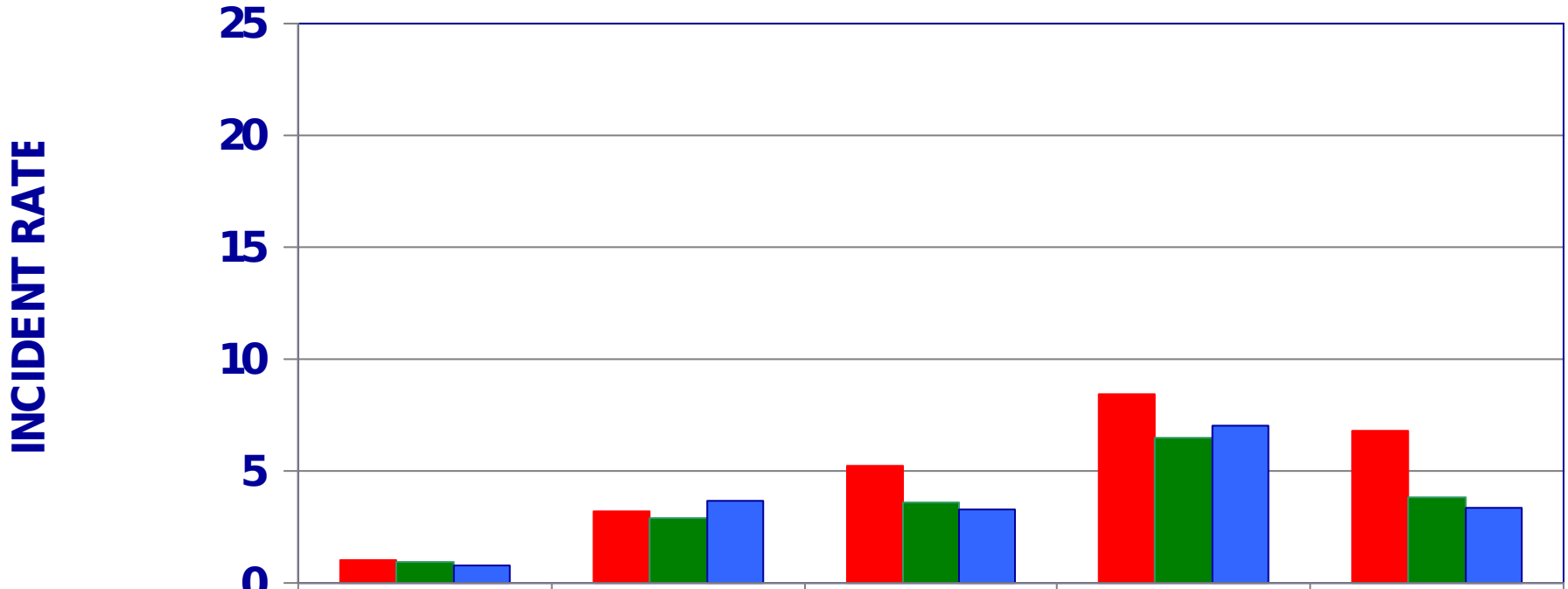
= 6.46

RIA - Cases and Frequency Rates

CASES	FY 1995	FY 1996	FY 1997	FY 1998	FY 1999	FY 2000	FY 2001	FY 2002	FY 2003
LOST TIME	72	43	45	13	21	12	14	10	7
OSHA RECORDABLE	185	115	137	53	49	45	60	41	22
FIRST-AID	120	102	81	84	81	75	60	44	29
TOTAL	305	217	218	137	130	120	120	85	49
LOST WORKDAYS	567	302	167	109	129	74	51	74	29
HOURS OF EXPOSURE	3,753,449.0	3,425,361.0	3,217,248.0	2,848,611.3	2,600,009.4	2,169,851.5	1,986,510.3	2,103,399.7	1,517,925.4
FREQUENCY RATES	FY 1995	FY 1996	FY 1997	FY 1998	FY 1999	FY 2000	FY 2001	FY 2002	FY 2003
LOST TIME	3.84	2.51	2.80	0.91	1.62	1.11	1.41	0.95	0.92
OSHA RECORDABLE	9.86	6.71	8.52	3.72	3.77	4.15	6.04	3.90	2.90
FIRST-AID	6.39	5.96	5.04	5.90	6.23	6.91	6.04	4.18	3.82
TOTAL INCIDENT	16.25	12.67	13.55	9.62	10.00	11.06	12.08	8.08	6.46
SEVERITY	30.21	17.63	10.38	7.65	9.92	6.82	5.13	7.04	3.82

RIA SAFETY PERFORMANCE
CEILING vs YTD vs AVERAGE
YTD J UN FY 2003

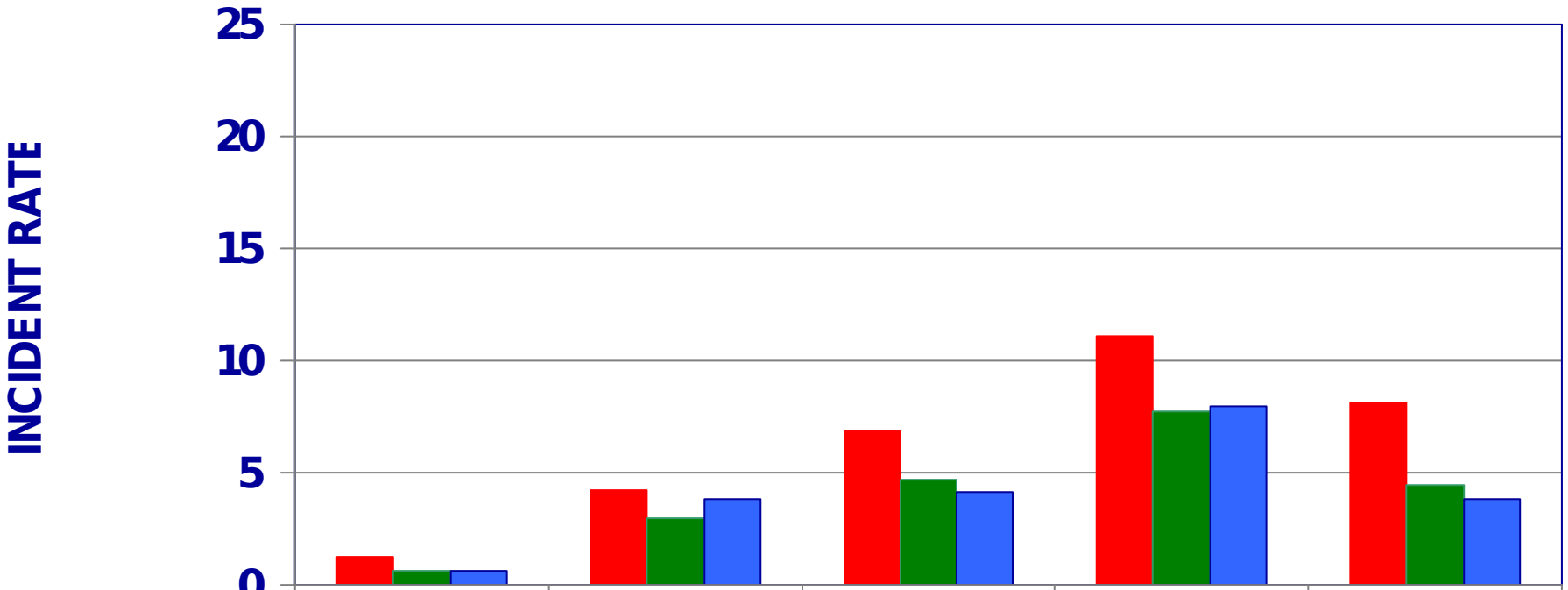
Status: Green



	LOST TIME	OSHA RECORDABLE	FIRST-AID	TOTAL INCIDENT	SEVERITY
CEILING	1.00	3.20	5.23	8.42	6.79
YTD	0.92	2.90	3.56	6.46	3.82
12 MONTH	0.82	3.71	3.29	7.00	3.36

SOSRI-IC SAFETY PERFORMANCE
CEILING vs YTD vs AVERAGE
YTD JUN FY 2003

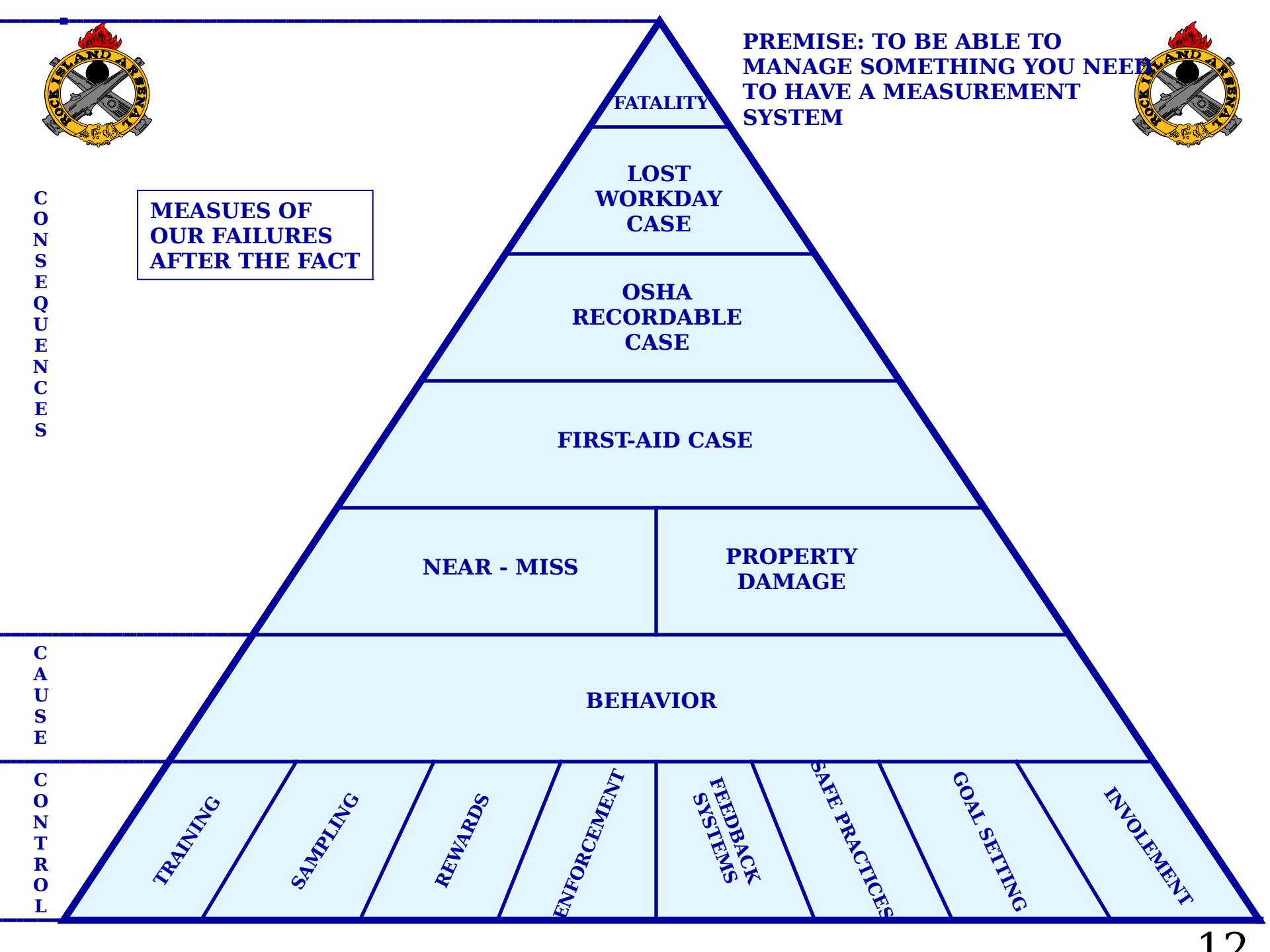
Status: Green



	LOST TIME	OSHA RECORDABLE	FIRST-AID	TOTAL INCIDENT	SEVERITY
CEILING	1.24	4.20	6.90	11.10	8.10
YTD	0.64	3.00	4.71	7.70	4.49
12 MONTH	0.62	3.83	4.14	7.97	3.86

Cases by Office Symbol

OFFICE	LOST TIME	OSHA	FIRST AID	TOTAL	LOST WORKDAYS
RIA	7	22	27	49	29
CO	0	0	0	0	0
HD	0	0	0	0	0
GC	0	0	0	0	0
IA	0	0	0	0	0
CA	0	0	0	0	0
EO	0	0	0	0	0
SF	0	0	0	0	0
QM	0	0	0	0	0
RM	0	0	0	0	0
CT	0	0	0	0	0
PW	0	0	1	1	0
PC	0	0	0	0	0
LE	3	5	1	6	5
SM	0	0	1	1	0
IC	3	14	22	36	21
ES	1	3	2	5	3
IT	0	0	0	0	0
AP	0	0	0	0	0
CF	0	0	0	0	0


PREMISE: TO BE ABLE TO MANAGE SOMETHING YOU NEED TO HAVE A MEASUREMENT SYSTEM
MEASUES OF OUR FAILURES AFTER THE FACT
CONSEQUENCES
FATALITY
LOST WORKDAY CASE
OSHA RECORDABLE CASE
FIRST-AID CASE
NEAR - MISS
PROPERTY DAMAGE
CAUSE
BEHAVIOR
CONTROL
TRAINING
SAMPLING
REWARDS
ENFORCEMENT
FEEDBACK SYSTEMS
SAFE PRACTICES
GOAL SETTING
INVOLEMENT

Incident Reporting

Reporting Requirements

- **Commander's Policy on Accident Notification – Policy Memo #B-16**
  - **"All accidents and injuries, no matter how minor or insignificant they may appear, shall be reported immediately to the appropriate leader or team delegate. The facts of these incidents will be promptly reported up the chain of leadership."**
  - **"Directors and Office Chiefs will report accidents to me and the RIA Safety Office within 2 hours of the occurrence of the accident."**

Reporting Requirements

- **Commander's Policy on Accident Notification – Policy Memo #B-17**
  - **"Accidents and injuries must be thoroughly investigated immediately after occurrence. If not, the essential facts surrounding the incident can be lost or misinterpreted. Corrective actions might then be incomplete or ineffective."**
  - **"Conduct a Safety After Accident Review (SAAR) at the accident site within 72 hours after the accident or injury."**

Risk Management Training

Risk Management Training

- ✔ **Directed by TACOM**
- ✔ **All RIA Employees shall complete**
- ✔ **Suspense: 30 September FY 2003**
- ✔ **SOSRI-SF will provide time and cost estimate**
- ✔ **Training:**
  - ➤ **Web Based**
    - **Power Point Presentation – 60 Slides**
    - **Examination – 10 multiple choice questions, requires 100% passing grade**
    - **Those with computer shall complete online**
    - **Classroom instruction may be necessary**

Review of Hazardous Processes

Risk Management Matrix

Hazard Severity	Hazard Probability				
	Frequent	Likely	Occasional	Seldom	Unlikely
	A	B	C	D	E
I Catastrophic	E	E	H	H	M
II Critical	E	H	H	M	L
III Marginal	H	M	M	L	L
IV Negligible	M	L	L	L	L

E - Extremely High Risk RAC 1

H - High Risk RAC 2

M - Moderate Risk RAC 3

L - Low Risk RAC 4 & 5

Evaluations Performed

- ✔ **Bldg 299, Box Shop**
  - ➤ **2 RAC 5, 3 RAC 4**
- ✔ **Building 90, RIA Safety Office, 3 RAC 5 processes**
- ✔ **Building 102, Public Works**
  - **2 RAC 5, 1 RAC 4, 1 RAC 3**
- ✔ **Building 108, Printing Plant (DAPS)**
  - **9 RAC 5**
- ✔ **Building 170/390, Rad Waste Disposal**
  - **2 RAC 3**
- ✔ **Bldg 208, Prototype**
  - **3 RAC 5, 3 RAC 4**

Evaluations Performed

- ✔ **Bldg 208, Final Assembly**
  - ➤ **13 RAC 5**
- ✔ **Bldg 212P, Plating**
  - **15 RAC 5, 18 RAC 4, 27 RAC 3, 21 RAC 2**
- ✔ **Bldg 212W, Sheet Metal**
  - **6 RAC 5, 4 RAC 4**
- ✔ **Bldg 212W, Machining/Layout**
  - **4 RAC 5, 2 RAC 4**
- ✔ **Bldg 220, NDT Inspection**
  - **2 RAC 5, 1 RAC 4, 1 RAC 3**
- ✔ **Bldg 220, Die Manufacturing**
  - **5 RAC 5, 2 RAC 2**

Evaluations Performed

- ✔ **Bldg 220, Tool Manufacturing**
  - ➤ **7 RAC 5, 5 RAC 4**
- ✔ **Bldg 220, Apprenticeship**
  - **3 RAC 5**
- ✔ **Bldg 230/299, Installation Division**
  - **11 RAC 5, 1 RAC 4**
- ✔ **Bldg 231, Metal Cutting**
  - **8 RAC 5, 6 RAC 4**
- ✔ **Bldg 299, Packaging**
  - **9 RAC 5, 2 RAC 4**

Fire & Emergency Services

Fire & Emergency Services

- ✔ **Mandated to Start Occupational Safety & Health Committee in FD by ACSIM**
- ✔ **Discuss Upcoming Events**
- ✔ **Discuss Important Topics**

Fire & Emergency Services

- ✔ **OCT 5-11 Fire Prevention Week**
  - **This Years Topic**
    - **When Fire Strikes: Get Out! Stay Out!**

- ✔ **Install Smoke Detectors and Test Them**
- ✔ **Make An Escape Plan and Practice It**

Fire & Emergency Services

- **Water Safety & River Rescue:**
  - **Safety was stressed in handling victims of water emergencies and conducting river rescues.**

- **Hot Weather Safety:**
  - **At recent HazMat Drills, safety was practiced as well as importance of rehab for personnel involved in the exercises.**

Directorate / Office Safety Actions and Lessons Learned

SOSRI-AP

- **Safety Actions:**
  - **Regular Safety meetings have been conducted.**
  - **Safely achieved move and consolidation of AP/PC**
  - **1st Joint safety meeting for both groups will occur in July**
- **Lessons Learned:**
  - **Will schedule safety inspection of new area when contractor completes assembly of new furniture**

SOSRI-CF

- **Safety Actions:**
  - **Monthly Safety Meetings were conducted in all functional areas.**
  - **Safety tips were discussed and minutes provided to all employees.**
  - **Job Safety Analysis' performed monthly in functional areas.**
  - **Tornado awareness and water safety were reviewed with an eye toward summer programs.**
  - **A training session on the JSA process assisted the new Summer Day Camp staff in their roles. Summer camp staff have reviewed safety procedures and trained on CPR / FIRST AID.**

SOSRI-CF

- ✔ **Lessons Learned:**
  - **All programs have a Safety Checklist.**
  - **The MWR monthly newsletter provides safety tips for all employees.**
  - **All program managers have reviewed evacuation plans and made staff aware of where fire extinguishers are located.**
- ✔ **NO MAJOR INCIDENCES OR UNSAFE SITUATIONS OCCURED**
  - **One minor…employee cut hand while washing dishes. Lesson learned to be careful and to not be complacent.**

SOSRI-CT

- ✔ **Safety Actions:**
  - ➤ **Monthly safety meetings held in conjunction with Office Staff Meetings**
  - **Topics Discussed:**

    April - Complacency in the Workplace

    May - Severe Acute Respiratory Syndrome (SAR)

    June - Fireworks Safety
- ✔ **Conducted internal office safety audit – results discussed and corrected**

SOSRI-CT

- **Lessons Learned:**
  - **Awareness of safety and health hazards, what to watch for, how to react in these circumstances**

- **SAFETY IS ALWAYS #1**

- **Safety Officers: Connie Duffy, ext. 1558**
  Lillie Jennings, ext. 8569

SOSRI-EO

- ✔ **Safety Actions: Practice Safe Driving**
- ✔ **Lessons Learned:**
  - **Use your signals, even when others don't.**
  - **Be considerate when changing lanes and passing others.**
  - **Cooperate when someone wants to pass you.**
  - **Maintain speed limit. If others cut in front of you, drop back to maintain a proper following distance.**
  - **Don't fight tailgaters. Just get out of their way.**
  - **Respect the elderly driver or those who may drive slowly because of a disability.**

SOSRI-ES

- ✔ **Safety Actions:**
  - ➤ **Division Safety Meetings, area safety checks, etc., have all been conducted.**
  - **Viewed videos on emergency preparedness for home; disaster kits, etc.**
  - **Discussed clean up week.**
- ✔ **Lessons Learned:**
  - **Reviewed procedures for emergency preparedness at work and the alarm sounding.**
  - **Began turn-in procedures for excess items.**

SOSRI-FP

- **Safety Actions:**
  - **Bicycle Rodeo 26 Jul**
  - **Motorcycle course after rodeo**
  - **Water Safety, River Rescue, HazMat Drill**
- **Lessons Learned:**
  - **Safety was stressed in handling victims of water emergencies and in conducting our business in river rescue.**
  - **At a recent HazMat Drill, safety was practiced as well as rehab for personnel involved in the exercise.**
  - **Law Enforcement Officials who appear at the Visitor Center for badges and have a weapon in their possession will be directed to the Officer at the Gate for Action.**

SOSRI-GC

- **Safety Actions:**
  - **John J. Welling – GC Safety POC**
  - **Making arrangements for new monthly Safety meeting.**

- **Lessons Learned:**
  - **Removing no longer needed files.**

SOSRI-IA

- **Safety Actions:**
  - **Attended (SOSRI-AP) or held monthly Safety meetings**
  - **Conducted monthly internal safety audits**
- **Lessons Learned:**
  - **Lifting**
  - **Heat Stress**

SOSRI-IC

- ✔ **Safety Actions:**
  - ➤ **Monthly Directorate/Division Safety Meetings**
- ✔ **Lessons Learned:**
  - **Close Call**
    - **Elevated Forks**
  - **Railroad Tracks Removed in Blast House**
  - **Purchased 4-Legged Adjustable Sling**
  - **Additional 440V Drops Installed**
  - **Air Hose Reels Installed**
  - **Gear Cover Installed on Gymnasticator**
  - **Isle-Way Created for Extinguisher Access**

SOSRI-IT

- **Safety Actions:**
  - **Posted Safety Gram – Use Fireworks Safely memo from the Safety office.**
  - **Posted Storm Warnings Definition Slide.**
  - **Attend Monthly Marshall/Warden meetings.**

    -- Route Minutes and advise staff of key points.
- **Lessons Learned:**
  - **Per Fire Inspector, hotplates, toasters, toaster ovens, and coffee cup warmers/cup coils are unauthorized electrical appliances in the workplace.**

SOSRI-PC

- **Safety Actions:**
  - **Quarterly Meetings on Stress, Heat and Swimming**

- **Lessons Learned:**
  - **Remind supervisors and employees to report injuries and to complete SARS reports**

SOSRI-PW

- ✔ **Safety Actions:**
  - **Continue to re-emphasize safety to PW contractors**
  - **Continue to re-emphasize the importance of wearing safety shoes, eye protection, and hard hats**

- ✔ **Lessons Learned:**
  - **Need for accurate as-built drawings**
  - **Make sure utilities are marked before digging**
  - **Encourage Home Safety**
    - **Example: Cleaning Gutters**

SOSRI-QM

- ✔ **Safety Actions:**
  - ➤ **Conducted Monthly Safety Meetings**
  - **Conducted Monthly Safety Audits**

- ✔ **Lessons Learned:**
  - **April- Emergency Action Plans**
  - **May-Defensive Driving & Vacation Safety**
  - **June-Summer & Recreational Safety**

SOSRI-RM

- **Safety Actions**
  - **Conducted monthly safety meetings this quarter**
  - **Continually audited safety conditions in RM work area**
  - **Corrected one trip hazard**
  - **IA and GC will be attending RM Safety Meetings.**
    - **Both had been attending meetings with AP**
- **Lessons Learned**
  - **Tornado and Severe Storm Safety**
  - **Avoiding complacency with regard to safety**
  - **Fireworks safety**

SOSRI-SF

- ✔ **Safety Actions:**
  - ➤ **Radiation Safety Officer Course**
    - **One employee completed**
    - **Other scheduled, 22 July – 12 August 2003**
  - **Department of Transportation Radioactive Waste Training**
    - **Two employee attended local training**
  - **Suspected Unexploded Ordnance (UXO)**
    - **Responded to suspected UXO found in vehicle at Davenport gate**
    - **Draft MOU written to address future occurrences**

SOSRI-SF

- ✔ **Safety Actions:**
  - ➤ **LEAN – Forward Repair System**
    - **Employee participated on Rapid Improvement Event**
  - **Personal Protective Footwear**
    - **Awarded to Iron Age**
    - **Service began on 09 July 2003**
  - **Safety Grams**
- ✔ **Lessons Learned:**
  - **Office Move**
    - **Have movers move heavy items**
    - **Proper lifting techniques**
    - **Housekeeping – get rid of junk**
  - **Personal Protective Equipment**
    - **Need to enforce compliance whenever identified**

Review of Open Actions

Review of Open Issues

Open Action	Assigned To:	Date Assigned:	Date Due:	Status:	Comments:
Automatic Electronic Defibrillator	GC, PW, PWF, RIA-OPS, SF	07 Feb 2002		On-going	2 in TACOM, 1 in Gym
Audit Checklists	SF	20 Feb 2002		On-going	Checklists being developed Audits are being performed
Risk Management Training	SF	Oct 2003	Mar 2003	SF Staff Trained	Training of RIA Staff and work force will be scheduled
Outdoor Lighting Evaluation – Parking Lots	SF, IH	Mar 2003		On-going	Evaluation will be scheduled and completed in fall time frame

Hot Topics

Hot Topics

- ✔ Incident Notification and Investigation
- ✔ Safety Training Requirements
- ✔ Risk Management Training

Issues from the Council

Wrap Up

- ✔ **Next SOHC – October FY 2004**

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